

**Purchase Order Payment for Aquis In House Workshop:**

Instructions for your Company to create the purchase order to book the course:

1. Address the PO to the correct vendor based on the location of the course as shown below.
2. Note the location of the course on the PO
3. When the PO covers multiple registrations, it should detail the student names and the courses involved (specifying prices):
  - a. Aquis Fundamentals
    - ✓ Trainee’s Name
  - b. Aquis Advanced
    - ✓ Trainee’s Name
4. Email a copy of the PO to the email address shown below based on the location of the course. Please send it to ‘Attention: Software Training’.

Lake Forest (USA)	Software.denmark@aveva.com
Seville (Spain)	Software.Spain@aveva.com
Singapore	isc.ops@aveva.com

The following chart has the PO vendor information for **Instructor-led (ILT) courses** held at the training facilities.

ILT Course held in	Purchase Order Vendor	Tax Rate Applied
Lake Forest	Schneider Electric Software GB Denmark Lautrupvang 1 2750 Ballerup Denmark	Local taxes might apply
Spain	Schneider Electric Software Spain S.L. Avenida de Manoteras 44, 1º 28050 Madrid Madrid, España CIF: B87707824	Local taxes might apply
Singapore	Schneider Electric Software Holdings Singapore Pte. Ltd. 15 Changi Business Park Central 1 Singapore 486057	7% local taxes



# PURCHASE ORDER Example

**PO REFERENCE: TYPE HERE YOUR PO REFERENCE NUMBER**

**DATE: JUNE 28, 2019**

**FROM** Your Company Contact Details

**VENDOR** Schneider Electric Software Spain S.L.  
Avenida de Manóteras 44, 1º  
28050 Madrid  
Madrid, España  
CIF: B87707824

**Attention TO** Software Spain,  
Software.Spain@aveva.com

OUR REFERENCE	LOCATION	DELIVERY DATE
your PO reference number	Seville (Spain)	From DD To DD of Month YYYY

ITEM NUMBER	QUANTITY	DESCRIPTION	STUDENT	UNIT PRICE (€ / USD)	LINE TOTAL
1	1	Aquis 8 Fundamentals SS-CF-AQ-IHTF-8	#1 <sup>st</sup> Trainee's Name	Specify price according to location	
2	1	Aquis 8 Advanced SS-CF-AQ-IHAT-8	#1 <sup>st</sup> Trainee's Name	Specify price according to location	
3	1	Aquis 8 Fundamentals SS-CF-AQ-IHTF-8	#2 <sup>nd</sup> Trainee's Name	Specify price according to location	
4	1	Aquis 8 Advanced SS-CF-AQ-IHAT-8	#2 <sup>nd</sup> Trainee's Name	Specify price according to location	
<b>SUBTOTAL</b>					XXXX €/USD
<b>SALES TAX</b>					Might Apply
<b>TOTAL</b>					YYYY €/USD

1. Please send the invoice to: *employee@yourcompanydomain.com*
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. Send all correspondence to: *employee@yourcompanydomain.com*